

## **TOWN OF MOULTONBOROUGH**

Municipal Records Committee

603-476-2347

### **MEETING MINUTES**

Date: September 26, 2016

Location: Town Office Meeting Room  
Notice of Meeting Posted at the Town Office and the  
Moultonborough Post Office on September 23, 2016

In Attendance: Members: Barbara Wakefield, Town Clerk; Susette  
Remson, Tax Collector; Gary Karp, Assessor; Heidi  
Davis, Board of Selectman Representative

Absent: Laura Hilliard, Treasurer

Meeting was called to order at 11:00 a.m.

1. Heidi indicated that she would be going through the boxes in storage to determine which documents could be destroyed. She provided a copy of RSA 33-A:3-a and highlighted the documents she would propose be destroyed. General discussion was held regarding the documents and Heidi indicated that, although LIX. Invoices and bills and XCIII. Payrolls indicate the records must be kept “until audited plus one year”, it is her intention to keep those records for seven years. Motion was made and seconded and all voted in the affirmative to allow Heidi to destroy or have destroyed the highlighted documents that meet the criteria.
2. Discussion was held regarding whether or not documents must be shredded. It was determined that the documents only have to be shredded if they contain confidential information such as Social Security Numbers. Heidi indicated any documents that are to be shredded will be put in a box marked with a large X. It was agreed that any documents containing confidential information would be put in boxes marked with an X and set aside for shredding.

3. Gary indicated that he believed there was a change to RSA 33-A:5-a which allows records that need to be retained for more than 10 years to be transferred to a PDF format.

Meeting was adjourned at 11:40 am

Respectfully submitted,

Susette M. Remson

Vice Chairperson/Secretary